ATTACHMENT #5
INFORMATION TECHNOLOGY DECISION ITEMS

Departments requesting Information Technology projects are required to submit information to the Division of Budget and Planning and the Office of Information Technology. If you have questions about whether your decision item qualifies for this process please contact Michael Elley in the Office of Information Technology (526-7745). Departments should submit the New Decision Item Form for an information technology item in their budget submission on October 1st. For decision items submitted, the agencies must have a Missouri certified project manager that will be assigned to manage the project or include costs to pay for a PMP certified project manager to be contracted through the IT Consulting Services contract. Agencies must also include language in their request addressing how the project will be developed in compliance with the State's enterprise architecture as administered by the Office of Information Technology. The Division of Budget and Planning will forward a copy of the decision item to the Office of Information Technology for review. In addition, departments should submit a risk management plan directly to the Office of Information Technology. The Office of Information Technology may request additional information, if needed, to fully assess the project concept and its implications.

For large information technology projects the Office of Information Technology is responsible for continuing project risk assessment/oversight. Agencies must include in their budget requests for such large projects a four percent assessment to pay for the Oversight Program costs to be administered through the Office of Information Technology using the Missouri Project Oversight Program methodology. Contact Gerry Wethington or Debbie Tedeschi if you have any questions about the program or the assessment.